

Checklists

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

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Electronic Pollbook Setup Procedure




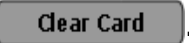
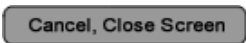
Note: A bipartisan team of judges must complete the following steps

Monday Night	
STEP	ACTIVITY
1	Locate the Pollbook and printers: <ul style="list-style-type: none"> ➤ Verify luggage tags on Pollbook cases have correct District and Precinct number. ➤ Verify the outer red seal on each Pollbook case is intact. (There is no lock on printer case(s).) ➤ Open the printer case. Remove the <i>Electronic Pollbook Integrity Report</i>.
Complete steps 2 -3 one Pollbook at a time	
2	Completing the <i>Electronic Pollbook Integrity Report</i>: <ul style="list-style-type: none"> ➤ Verify the outer red seal number matches one of the number printed on the <i>Electronic Pollbook Integrity Report</i> (Part 1, column 2). If numbers match, discard red seal. ➤ Remove the outer red seal from that Pollbook case (use scissors if needed). ➤ Verify the State Asset Tag number on the front of that Pollbook matches the number printed on the <i>Electronic Pollbook Integrity Report</i> (Part 1, column 3) on the same line as its red seal. ➤ Verify the number of the inner red seal (top upper right on the back-side of the Pollbook) matches the number on the <i>Electronic Pollbook Integrity Report</i> (Part 1, column 4) on the same line as its red seal. ➤ DO NOT REMOVE the inner red seal on the memory card compartment. ➤ Each judge: If numbers match initial in column 5. If numbers do not match, notify a Chief.
3	Assembling the Pollbook: <ul style="list-style-type: none"> ➤ Remove the Pollbook, power cord, and power brick from the case. ➤ Ensure the power is OFF. Power rocker switch is under the flap at the upper left top ➤ Lay the Pollbook face down on the table (legs facing towards you). ➤ Plug the power brick's cord (identified by a YELLOW tape stripe) into the Pollbook slot marked "PWR". ➤ Obtain a power strip for the check-in area. Do not plug into the wall outlet until step 5. ➤ Plug power cord into the power brick and the power strip.
4	➤ When all Pollbooks are assembled, plug power strip into the wall outlet and turn on.
5	<ul style="list-style-type: none"> ➤ Give the <i>Electronic Pollbook Integrity Report</i> to a Chief. ➤ Report each discrepancy, if any, to a Chief.
6	➤ Continue to Printer Setup Procedure.

Printer Setup Procedure

Monday Night	
STEP	ACTIVITY
1	➤ Remove one printer, a power brick (identified with a blue stripe), a power cord, and a Universal Serial Bus (USB) cable from the printer case.
2	➤ Plug the larger end of the USB cable into a USB port  on the back of the Pollbook. ➤ Pull open the flap on the left side of the printer and connect the smaller end of the USB cable into the USB port  .
3	➤ Plug the power brick cord into left side of the printer above the label "DC In". ➤ Plug the 2-pronged power cord plug into the power brick and the other end into the power strip for the check-in area.
4	➤ Check the printer for paper by pushing up on the gray lever to release the paper cover. ➤ Verify the paper is feeding from the bottom. ➤ Pull on the paper to verify paper is feeding correctly. ➤ Close the printer firmly until it latches (listen for the click). ➤ Note: if paper needs to be replaced, see the "How to Load Printer Paper" Procedure.
5	➤ If green light is on, press red button to turn off printer. ➤ Test the printer by firmly holding down the power (red button) and the paper feed (green button) at the same time. After a short delay; the light near power button will flash.
6	➤ Release the buttons. Test strip will automatically print. ➤ Tear off and discard the test strip.
7	➤ Turn printer off by pressing red button.
8	➤ Follow Steps 1-7 to attach remaining printers to Pollbooks.
9	➤ Continue to Electronic Pollbook Startup Procedure.

Electronic Pollbook Startup Procedure

Monday Night	
STEP	ACTIVITY
1	<ul style="list-style-type: none"> ➤ Extend the legs gently and stand the Pollbook facing you as if it were a picture frame. ➤ Turn on the Pollbook. (Power rocker switch is under the flap at the upper left top.)
2	<ul style="list-style-type: none"> ➤ The prompt  will be displayed on the Pollbook screen. ➤ Use the stylus (found at the top left back of the Pollbook) to tap this prompt.
3	<ul style="list-style-type: none"> ➤ When the “Log In” screen appears, verify the precinct information displayed is correct. ➤ If the correct precinct is not shown, notify a Chief immediately. Do not proceed with a Pollbook that does not display the correct information.
4	<ul style="list-style-type: none"> ➤ Tap the  button. ➤ If a prompt appears that reads “The printer is not connected or powered up. Check printer power and USB cable connections.” Ensure your printer is ON and connected to a power source as well as to the Pollbook.
5	<ul style="list-style-type: none"> ➤ The Main Screen with Manage Polls tab (upper left tab on the screen) will appear. ➤ Verify the “Poll Status” on the right side displays “CLOSED” in a red box. ➤ Verify the Bulk Update Date field is not blank; if field is blank notify a Chief immediately. ➤ On the left side, the “Statistics” section has three tabs: Ballots, Cards and Voters. ➤ The “Ballots” tab will be displayed. Verify the numbers are all set to zero. ➤ Tap the “Cards” tab and verify those numbers are all set to zero. ➤ Tap the “Voters” tab and verify those numbers are all set to zero. ➤ If any number is not set to zero, notify a Chief immediately. Do not proceed with a Pollbook that does not display zero for every entry under Ballots, Cards, or Voters.
6	<ul style="list-style-type: none"> ➤ Check the date and time displayed in the lower right corner of the Pollbook. ➤ If the date is wrong or the time is off by more than 5 minutes, notify a Chief to obtain instructions to reset the Pollbook clock.
7	<ul style="list-style-type: none"> ➤ Follow steps 1-5 for each Pollbook.
8	<ul style="list-style-type: none"> ➤ Get Voter Access Cards (plastic) from a Chief. ➤ Count the cards. Note number of cards on scratch paper.
9	<ul style="list-style-type: none"> ➤ At the “Main Screen”, tap the “Manage System” tab. ➤ Tap the  button. ➤ Insert a Voter Access Card in the slot on the upper right side of the Pollbook. It will go in about halfway. ➤ If a card’s status reads “Card NOT VOTED” or “Card Permanently Disabled”, give the Voter Access Card to a Chief Judge. If it reads anything else, the card is acceptable for use. ➤ DO NOT TAP ON . ➤ After verifying the status of the card, remove the Voter Access Card.
10	<ul style="list-style-type: none"> ➤ Repeat step 9 for each Voter Access Card.
11	<ul style="list-style-type: none"> ➤ When all the Voter Access Cards are checked, tap the  button to return to the “Main Screen.” ➤ Return all Voter Access Cards to a Chief. Notify a Chief of the total number of available cards.
12	<ul style="list-style-type: none"> ➤ Using the Network Hub Setup Procedure checklist, network only Pollbooks set at zero for every entry under Ballots, Cards, or Voters tabs (Step 5 above).

Network Hub Setup Procedure




Monday Night	
STEP	ACTIVITY
Note: Network ONLY Pollbooks set at zero (Electronic Pollbook Start-Up Procedure, Step 5)	
1	<p>Precinct with 2 Pollbooks:</p> <ul style="list-style-type: none"> ➤ Locate red cross-over LAN cable (each end has a telephone-like plug) in printer case. ➤ Plug an end of the LAN cable into a LAN port on the back of each Pollbook. <p>Precinct with 3 or more Pollbooks:</p> <ul style="list-style-type: none"> ➤ Remove the Multi-Port Network Hub, LAN cables, and power cord from printer case. ➤ Turn off power strip for check-in area if it is on. ➤ Connect small round connector of power cord into Hub and other end into power strip. ➤ Plug an end of a LAN cable (telephone-like plug) into the Multi-Port Network Hub and the other end into LAN port on the back of a Pollbook. ➤ Note: Do not use the Uplink slot in the Network Hub ➤ Follow Step 1 for each Pollbook. ➤ Turn on power strip. ➤ LED light on the hub will come on.
2	<ul style="list-style-type: none"> ➤ Check the Pollbook network status: a blinking up arrow and a blinking down arrow will appear at the bottom right if the Pollbooks are correctly networked. Note: May take a few seconds. ➤ To initialize the network synch, tap the “Status” tab on the upper far right of the “Main Screen”. ➤ Tap the “Network” tab on the left. ➤ Look on the screen to confirm there is a line entry for each Pollbook, identified by its State Tag Number. ➤ Look at the “Synch” column for each Pollbook. All Pollbooks should show “complete” except the one you are using. It will show “N/A”.
3	<ul style="list-style-type: none"> ➤ Turn off Pollbook at the upper left under the flap. ➤ Replace the stylus in the top left of the Pollbook.
4	<ul style="list-style-type: none"> ➤ Leave the power strip on so the Pollbooks can charge overnight.
5	<ul style="list-style-type: none"> ➤ Tidy the check-in area by moving cables/cords/bricks out of the way. ➤ Ensure safety of voters and poll workers by using Velcro straps, rubber bands, and tape to secure cables/cords/bricks and other equipment. ➤ Use only the blue painter’s tape on walls and floors.
6	<ul style="list-style-type: none"> ➤ Make sure all cases and bags are properly stored.
7	<ul style="list-style-type: none"> ➤ Ensure that the check in area has a sufficient number of <i>Voter Assistance Forms</i> and <i>Voter Update Forms</i>. ➤ Check that there are sufficient numbers of pens, pencils, scratch paper pads and extra rolls of printer paper.

Note: Make sure all judges know where the extra rolls of printer paper are stored.


How to Load Printer Paper

Anytime	
STEP	ACTIVITY
1	➤ Turn the printer off.
2	<ul style="list-style-type: none"> ➤ Locate and open a new roll of paper. ➤ Un-wrap the roll past the glue point and tear off excess paper.
3	<ul style="list-style-type: none"> ➤ Facing the printer, push up the gray cover release slide. ➤ The top latch will release.
4	➤ Lift up the cover to the fully open position.
5	<ul style="list-style-type: none"> ➤ Using right hand, pinch the paper release lever (blue-gray, on the right side of the paper cradle) down and forward and hold it in pinched position. Put thumb on inside of paper cradle. Hold the pinch. ➤ Hold the left side of the paper cradle, with thumb to inside of cradle. ➤ While pinching both sides, use both hands to slide each side of the paper cradle apart with your thumbs ➤ Paper roll will fall from its cradle. Remove roll.
6	<ul style="list-style-type: none"> ➤ Place the new paper roll onto the left paper guide post, with paper feeding from the bottom. ➤ Continue to hold the paper roll on the guide post with the left hand. (Try to hold paper roll with thumb and two fingers, and place other fingers on outside of paper cradle.)
7	<ul style="list-style-type: none"> ➤ Pinch the paper release lever (right side) with the right hand. ➤ With both hands, slide sides of paper cradle together toward the center. ➤ When almost closed, aim the right side of the paper spool onto its guide post.
8	<ul style="list-style-type: none"> ➤ Pull the paper forward several inches to ensure it rolls freely. ➤ Close the cover. Make sure it latches. ➤ Tear off excess paper.
9	➤ Test the printer by firmly holding down the power (red button) and the paper feed (green button) simultaneously. After a delay; light near power button flashes.
10	<ul style="list-style-type: none"> ➤ Release the buttons. Test strip will automatically print. ➤ Tear off and discard the test strip.

Electronic Pollbook Opening Procedure

Tuesday Morning Election Day	
STEP	ACTIVITY
1	➤ Verify that the Power Strip remains plugged into a wall outlet and turned on.
2	➤ Turn off the network hub by disconnecting its power cord.
3	➤ Obtain Voter Access Cards and <i>Electronic Pollbook Integrity Report</i> from a Chief.
4	➤ Turn on Pollbooks and printers.
5	➤ Use the stylus to tap the prompt  displayed on the Pollbook screen.
6	➤ Verify the precinct information displayed when the “Log In” screen appears is correct. ➤ If the correct precinct is not shown, notify a Chief immediately. Do not proceed with a Pollbook that does not display the correct information.
7	➤ Tap the  button. ➤ If a prompt appears that reads “The printer is not connected or powered up. Check printer power and USB cable connections.” Ensure your printer is ON and connected to a power source as well as to the Pollbook.
8	➤ The Main Screen with Manage Polls tab (upper left tab on the screen) will appear. ➤ Verify the “Poll Status” on the right side displays “CLOSED” in a red box. ➤ On the left side, the “Statistics” section has three tabs: Ballots, Cards and Voters. ➤ The “Ballots” tab will be displayed. Verify the numbers are all set to zero. ➤ Tap the “Cards” tab and verify those numbers are all set to zero. ➤ Tap the “Voters” tab and verify those numbers are all set to zero. ➤ Verify the “Voted” totals at the bottom of the screen are zero. ➤ If any number is not zero, notify a Chief immediately. Do not proceed with a Pollbook that does not display zero for every Ballots, Cards, or Voters entry.
9	➤ Check the date and time displayed in the lower right corner of the Pollbook. ➤ If the date is wrong or the time is off by more than 5 minutes, ask a Chief for instructions to reset the Pollbook clock.
10	➤ At 6:50 AM, tap the button  . ➤ If either of the following messages appear after attempting to open the polls, notify a Chief immediately: - “The polls cannot be opened because a bulk update has not been performed.” OR - “The polls cannot be opened because the date on this unit’s clock does not match the Election Date.”
11	➤ The following prompt appears, “Is the time displayed on the clock on this unit accurate?” - If the time is accurate tap “Yes” and proceed to the next step. OR - If the time is not accurate notify a Chief Judge to input time from their cell phone. Once the time is corrected. Proceed to the next step.

Electronic Pollbook Opening Procedure – cont'd

STEP	ACTIVITY
12	➤ A pop-up window appears with a list of reports. Make sure the check box next to each report is populated with a "✓" and tap "Continue."
13	➤ Both the "Consolidated Voter Counts" and "Consolidated Ballot Counts" reports will print. ➤ The pop-up menu disappears and the "Poll Status" changes from red "Closed" to green "Opened." ➤ Verify that all numbers are zero on both reports. ➤ A bi-partisan team must sign both reports and attach them to the <i>Electronic Pollbook Integrity Report</i> . (Note: the reports from all pollbooks must be signed and attached to the <i>Electronic Pollbook Integrity Report</i>.)
14	➤ Reconnect the network hub's power cord. ➤ Verify Pollbook networking status: check for blinking up/down arrows on the lower right.
15	➤ Tap the "Issue Ballots" tab.
16	➤ Tap  button. A keyboard screen appears.
17	➤ At 7:00 AM, after the Chief Judge announces that the "polls are now open," start checking voters in following the Check-In Job Guide .

How to Reprint a Voter Authority Card (VAC)

Reprint a VAC from the Printer's Memory

(Use only when voter was the most recent voter checked in at this Pollbook.)

Election Day	
STEP	ACTION
1	➤ Push the blue button labeled "Reprint" located on the right side of the printer.

Reprint a VAC from the Electronic Pollbook

(Use only when voter was not the most recent voter checked in at this Pollbook, or checked in at a different Pollbook.)

Election Day	
STEP	ACTION
1	➤ Locate the voter in the voter roster.
2	➤ From the Voter Record screen, tap the "Identification" tab at the top of the screen.
3	➤ Tap the "Reprint VAC" button in the lower left corner of the screen.

21 Day Guide

Use this checklist how to process a voter who has moved before Election Day.

Moved 21 Days or Less before Election Day

Electronic Voter Election Day	
STEP	ACTIVITY
1	➤ Obtain a <i>Voter Update Form</i> . (Available in English and Spanish.)
2	➤ Direct the voter to complete the “Change of Address” section of the form. ➤ Direct the voter to check the box of their preferred political party in the “Change of Party Affiliation” section, even if not changing political party.
3	➤ The voter must sign and date the form in the “Signature of Voter” section at the bottom of the form.
4	➤ Collect the <i>Voter Update Form</i> from the voter. ➤ Complete the top section of the form. ➤ Be sure to enter the Voter ID number where indicated on the form.
5	➤ Issue the voter a Voter Access Card and <i>Voter Authority Card</i> from the Electronic Pollbook.
6	➤ Direct the voter to the Voting Unit Area to vote electronically.

Moved 22 Days or More before Election Day

Provisional Voter	
STEP	ACTIVITY
1	➤ Issue the voter a <i>Provisional Voter Authority Card</i> by entering Reason Code 2 .
2	➤ Direct the voter to the Provisional table.

Using the State Voter Authority Cards

Use only when a Pollbook does not have a printer or the printer does not work.

After startup, the Electronic Pollbook alerts the Check-In Judge if the printer is disabled or not connected.

Election Day	
STEP	ACTIVITY
1	<ul style="list-style-type: none"> ➤ Locate the voter in the voter roster using the Electronic Pollbook. ➤ Process the voter to the point of printing the <i>Voter Authority Card</i>.
2	<ul style="list-style-type: none"> ➤ The Electronic Pollbook alerts the Check-In Judge that the printer is disabled or not connected. ➤ When message appears indicating printer is offline, press "No" to continue checking in the voter without printing a <i>Voter Authority Card</i> from the pollbook. ➤ If the voter will vote electronically, use the Pollbook to encode the Voter Access Card.
3	<ul style="list-style-type: none"> ➤ Obtain a <i>State of Maryland Voter Authority Card</i>. ➤ Write in the voter's name, date of birth, and political party affiliation as the information appears in the Pollbook. (Do NOT ask the voter to complete this part of the form.) ➤ Write the voter's ID number in the unlabeled empty space at the top left of the card. ➤ If the voter will vote provisionally, check the box "Provisional Ballot" and enter the reason code number.
4	<ul style="list-style-type: none"> ➤ Direct the voter to sign the card in the appropriate space. ➤ Retrieve the card from the voter and initial it in the space under check box for provisional ballots. ➤ Return the card to the voter.
5	<ul style="list-style-type: none"> ➤ If the voter will vote electronically, give the voter the encoded Voter Access Card. ➤ Direct the voter to the Voting Unit area. ➤ The Voting Unit Judge will <ul style="list-style-type: none"> • verify that the <i>State of Maryland Voter Authority Card</i> is complete. • enter the Voting Unit number • initial the card in the space labeled "Initial", and • deposit it in the VAC Envelope attached to the Voting Unit.
6	<ul style="list-style-type: none"> ➤ If the voter will vote provisionally, direct the voter to the provisional area. ➤ The Provisional Judge will: <ul style="list-style-type: none"> • verify that the <i>State of Maryland Voter Authority Card</i> is complete • initial the card in the space labeled "Initial", and • place the card in the Provisional VAC envelope when the voter has voted.

Closing the Electronic Pollbook

After the Election, Tuesday Night

STEP	ACTIVITY
A bipartisan team of judges must complete the following steps together.	
Follow Step 1 for all Pollbooks	
1	➤ From the “ Find Voters ” screen tap Return to Main button.
Print Closing Totals Verification Reports	
2	<ul style="list-style-type: none"> ➤ Tap the Daily Closing Step #1 Close the Polls button. ➤ A pop-up window will appear. <u>Make sure</u> check box next to “Print Ballot Counts” and “Print Voter Counts” are checked then tap “Continue.” ➤ The “Poll Status” changes from “Opened” (green) to “Closed” (red) and the reports automatically print. ➤ Although both reports are generated from all pollbooks, a bi-partisan team must sign and attach one Ballot Counts and one Voter Counts report to the <i>Electronic Pollbook Integrity Report</i>. ➤ Save reports for Step 4.
3	<ul style="list-style-type: none"> ➤ Tap the Daily Closing Step #2 Archive & Close Down button; prompt appears on the screen. ➤ Tap the Yes button. ➤ The Pollbook will return to the “Launch” screen. Turn off Pollbook.
Complete Closing Paperwork	
4	<ul style="list-style-type: none"> ➤ Obtain the <i>Closing Totals Report</i>, the <i>Electronic Pollbook Integrity Report</i>, and new red lock seals from a Chief. ➤ Use the <i>Consolidated Voter Counts Report</i> to complete Section II of the <i>Closing Totals Report</i>. Instructions are on the form. ➤ Paperclip both reports printed from the Pollbook to the <i>Electronic Pollbook Integrity Report</i>.
5	➤ Unplug and disconnect each Pollbook, printer, Network Hub, cable, and cord.
6	<ul style="list-style-type: none"> ➤ For each Pollbook: <ul style="list-style-type: none"> • Record the number of a new red lock seal on the <i>Electronic Pollbook Integrity Report</i> under Part 3: Closing column 1 “Red Seal #”. (Match state asset tag number on report to number on Pollbook.) • Place the numbered red lock seal with the Pollbook. ➤ Each judge must initial the <i>Electronic Pollbook Integrity Report</i> in the designated box ➤ Give the <i>Electronic Pollbook Integrity Report</i> (with attached reports) to a Chief.
Pack Equipment	
7	<ul style="list-style-type: none"> ➤ For each Pollbook: <ul style="list-style-type: none"> • Place Pollbook in its case with its yellow taped and labeled power cord and brick. (Replace the stylus.) • Lock the Pollbook case with the red lock seal. ➤ Place printers in the printer case along with the blue taped power bricks, cords, and USB cables. ➤ Place Pollbook and printer cases with the election materials to be returned to the Board of Elections.
8	➤ Place the Network Hub in its designated bag along with its power cord and the power strips.
9	➤ Count the Voter Access Cards. If any are missing from the Monday night count, notify a Chief. The Voter Access Cards go to a Chief.

Voting Unit Opening Procedure

Bi-partisan teams, with at least one Chief Judge each, open the voting units.

Tuesday Morning before Polls Open	
STEP	ACTIVITY
1	➤ Obtain <i>Voting System Integrity Report, Part 1 -- Opening</i> and voting unit keys.
2	<ul style="list-style-type: none"> ➤ Break and remove red seal. ➤ Verify numbers on the report with the numbers on the red seal and Voting Unit serial # on luggage tag. (Discard red seal if number matches.) ➤ Unlock voting unit and open lid. Replace padlock in the same location and lock it. ➤ Verify tamper tape is intact and that its number corresponds to the number printed on the report. ➤ Remove tamper tape and place on back of the report.
3	<ul style="list-style-type: none"> ➤ Unlock power and printer compartments. ➤ Verify paper roll is present and will feed from the bottom. ➤ Place printer cover under the small gray lever of paper carriage. ➤ Verify that gray lever is down.
4	➤ Power ON Voting Unit by pressing red button in middle of the power compartment. (Be careful not to press the black card release button instead of the red power button.)
5	➤ The Voting Unit will take 1 – 2 minutes to boot up and will automatically start printing a Zero Report.
6	<ul style="list-style-type: none"> ➤ If the paper jams in the printer, push up the grey lever. ➤ Rethread the paper roll, push gray lever down. ➤ Restart printing Zero Report by turning Power Off and then On again by pressing red button. ➤ Record action in Chief Judge Log.
7	<ul style="list-style-type: none"> ➤ Touchscreen will display “Need another copy?” ➤ Tear off first copy and both team members sign it. ➤ Press Yes to produce second copy. ➤ Post first copy for public viewing. ➤ DO NOT TEAR OFF SECOND COPY. Both team members sign.
8	<ul style="list-style-type: none"> ➤ Verify that the “Ballots” number on the voting unit screen and the Public Counter on the printed Zero Report both are zero. If not, call the BOE Technical Help Desk. ➤ Verify that the “Tot” number on the bottom of the voting unit screen is the same as the System Counter on the printed Zero Report. If at zero or different, call the Help Desk. (This is the number of votes that have been cast during the life of this machine.) ➤ Record the numbers and initial the report.
9	➤ Roll the report up and store (still attached to roll) in printer compartment.
10	➤ Replace the printer cover and lock the printer compartment.
11	➤ Close and lock the power compartment.
12	➤ Place new Tamper Tape vertically over keyhole of Power Panel lock.
13	➤ Verify that there is a small green or yellow colored bar on bottom right of the touchscreen indicating that the batteries are charging. (If the bar is either red or orange, the batteries are discharging and electrical power is off. Check power connections.)
14	➤ The touchscreen message will display message “Need another copy?” Select No .
15	<ul style="list-style-type: none"> ➤ One or more Voting Units will be designated to accommodate voters with disabilities. Set on a table with voting unit legs completely folded. ➤ At one voting unit (or more if supplied with more than one set of VIBS equipment) install VIBS equipment: Plug headphones and keypad into respective jacks on left end of power compartment.
16	➤ Pull out left & right privacy screens at all voting units.
17	<ul style="list-style-type: none"> ➤ For standing voting units: Push the black retention button on the top of the touchscreen frame and gently pull up the touchscreen to about 45 degrees. Lower brace to hold screen in place. Attach privacy screens. ➤ For seated voting units: Push the black retention button on the top of the touchscreen frame and pull up the touchscreen to about 90 degrees. This will “pop” the touchscreen base out of its slot. Attach mobility bracket to secure the screen in place. Attach privacy screens.
18	➤ Use binder clips to attach Voter Authority Envelope to the outside of the privacy screen facing the public.
19	➤ Sign the <i>Voting System Integrity Report, Part 1 -- Opening</i> and place in Red Folder.

Voter Authority Card Handling





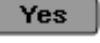

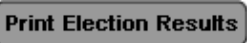



During Election Day	
STEP	ACTIVITY
1	➤ Each <i>Voter Authority Card</i> Envelope has two pockets. Designate one for individual/loose <i>Voter Authority Cards</i> . Designate the other for stacks/bundles of <i>Voter Authority Cards</i> .
2	➤ Remove loose <i>Voter Authority Cards</i> from a Voting Unit's envelope. ➤ Work with cards from one envelope at a time.
3	➤ For a primary election: sort the <i>Voter Authority Cards</i> by party affiliation, count them, and place them into stacks of 25. ➤ For a general election: count the <i>Voter Authority Cards</i> and place them into stacks of 25.
4	➤ Paper clip each stack. Do not staple, fold, or roll up <i>Voter Authority Cards</i> . ➤ Keep the <i>Voter Authority Cards</i> flat.
5	➤ Using another paper or binder clip, bundle the stacks. Keep the <i>Voter Authority Cards</i> flat. Do not use rubber bands. ➤ For a primary election bundle the counted stacks by party affiliation. ➤ Place the stacks of <i>Voter Authority Cards</i> in the designated pocket.
6	➤ Replace loose <i>Voter Authority Cards</i> in their pocket.
7	➤ Repeat steps 2 - 6 to count the <i>Voter Authority Cards</i> from each Voting Unit.

Election Night	
STEP	ACTIVITY
1	➤ After the polls close, retrieve the <i>Voter Authority Card</i> Envelopes from a Voting Unit. ➤ Remove the coversheet from the envelope. ➤ Enter the number of ballots cast on that Voting Unit. (The number of ballots is in the bottom center of the Voting Unit Screen.) Replace the coversheet in the envelope.
2	➤ Repeat Step 1 for each Voting Unit.
3	➤ For each envelope, sort and count the <i>Voter Authority Cards</i> as described above in the " <i>Voter Authority Card Handling -- During the Day</i> " checklist. ➤ Keep the <i>Voter Authority Cards</i> flat. Do not staple, fold, or roll up <i>Voter Authority Cards</i> .
4	➤ Remove the coversheet from the envelope. ➤ For a primary election , enter the number of <i>Voter Authority Cards</i> by party, and the total number of <i>Voter Authority Cards</i> in the envelope. ➤ For a general election , enter the total number of <i>Voter Authority Cards</i> in the envelope.
5	➤ Replace the coversheet in the envelope. ➤ Return the <i>Voter Authority Cards</i> to the same envelope.
6	➤ Obtain the <i>Voter Authority Card (Paper) Worksheet</i> from a Chief. Enter the counts of <i>Voter Authority Cards</i> and the ballot counts from the coversheet of each <i>Voter Authority Card</i> Envelope. Total each column and record totals in designated boxes.
7	➤ Return Worksheet to a Chief. Place all envelopes with materials for return to the Board of Elections.

Election Night Closing the Polls

Voting Units 1 thru N

Bi-partisan teams, each with at least one Chief Judge or a Closing Judge, close the voting units

Tuesday Night after Polls Close	
STEP	ACTIVITY
1	<ul style="list-style-type: none"> ➤ Obtain voting unit keys, <i>Voting System Integrity Report, Parts 1, 2, and 3</i>, supervisor card, and pin number. (The pin is located in the black case in a small brown envelope labeled "Supervisor Card Password".) ➤ Remove VAC folder (see checklist for <i>Voter Authority Card Handling</i>). ➤ Lower the touchscreen. Detach and store privacy screens. ➤ If this machine is a VIBS unit, remove VIBS keypad and earphone.
2	<ul style="list-style-type: none"> ➤ Verify integrity of tamper tape on the power compartment. Verify tamper tape number with number on <i>Voting Unit Integrity Report, Part 1</i>. ➤ Remove tamper tape and place on back of <i>Voting System Integrity Report, Part 3</i>. ➤ Initial report in designated columns.
3	<ul style="list-style-type: none"> ➤ Unlock the power and printer compartments. ➤ Do not tear off Zero Report from opening. ➤ Place printer cover under gray lever. Place report on cover.
4	<ul style="list-style-type: none"> ➤ Insert supervisor card. ➤ When prompted enter pin on screen, press  ➤ Supervisor card pops out; remove card.
5	<ul style="list-style-type: none"> ➤ Election Mode screen will appear. Press 
6	<ul style="list-style-type: none"> ➤ At "WARNING!" message, press 
7	<ul style="list-style-type: none"> ➤ At "Print Write-In Candidates?" press  Note: If no Write-In ballots are cast, prompt will not appear.
8	<ul style="list-style-type: none"> ➤ At "Print Long Report?" press  Printing begins. ➤ Tear off when complete. ➤ Both Judges sign the <i>Election Zero Report/Election Results Report</i>.
9	<ul style="list-style-type: none"> ➤ Verify the "Ballots" number on the screen matches the Public Counter on the election results section of the <i>Election Zero Report/Election Results Report</i>. ➤ Verify that the "Tot" number on the screen matches the System Counter on the election results section of the <i>Election Zero Report/Election Results Report</i>. ➤ Record the numbers on the <i>Voting System Integrity Report, Part 3</i>. ➤ Put <i>Election Zero Report/Election Results Report</i> aside.
10	<ul style="list-style-type: none"> ➤ At "Need Another Copy?" press 
11	<ul style="list-style-type: none"> ➤ In "Post Election Mode" press 
12	<ul style="list-style-type: none"> ➤ At "Print Write-In Candidates?" press  Note: If no Write-In ballots are cast, prompt will not appear.
13	<ul style="list-style-type: none"> ➤ At "Print Long Reports" prompt, press  A short report will print. ➤ Tear off. ➤ Both Judges sign report. ➤ This report must be posted for the public.
14	<ul style="list-style-type: none"> ➤ At "Need Another Copy?" press 
<p style="text-align: center;">STOP HERE FOR THE ACCUMULATOR UNIT. See separate checklist to close Accumulator Unit.</p>	

Continued on reverse.

Election Night Closing the Polls

Voting Units 1 thru N - cont'd

Tuesday Night after Polls Close	
STEP	ACTIVITY
15	➤ Remove memory card by pressing the small black rectangular button to the left of the card.
16	➤ Write memory card serial number (found directly above the bar code at the bottom of the memory card) on <i>Voting System Integrity Report, Part 3</i> .
17	➤ Take the <i>Election Zero Report/ Election Results Report</i> , starting at the signature end of the report, wrap it around the memory card. ➤ Place at Accumulator Unit.
18	➤ Press Shutdown on the screen.
19	➤ Message on screen displays "Are you sure you want to shut down this voting terminal?" Yes ➤ Press
20	➤ At system shutdown prompt, press red button in the power compartment.
21	➤ Close and lock power and printer compartments. ➤ Apply new tamper tape (vertically) across the power compartment lock. ➤ Enter number on <i>Voting System Integrity Report, Part 3</i> .
22	➤ Close the lid, attach a red seal and secure unit by locking with a padlock. ➤ Enter number on <i>Voting System Integrity Report, Part 3</i> .
23	➤ Available Judges: <ul style="list-style-type: none"> • Remove power cords and fold the voting unit legs. • Place units on the cart. • Place cords in plastic bag on cart.

Closing the Polls at the Accumulator

Both Chief Judges must be present when accumulating and transmitting

Tuesday Night after Polls Close	
STEP	ACTIVITY
1-14	Refer to "Checklist for Voting Units 1-N".
15	<ul style="list-style-type: none"> ➤ In "Post Election Mode," press Accumulator. ➤ The next screen displays the number of votes cast on the Voting Unit.
16	➤ Remove memory card from Voting Unit by pressing the small black rectangular button to the left of the card.
17	➤ Write memory card serial number (found directly above the bar code at the bottom of the memory card) on <i>Voting System Integrity Report, Part 3</i> .
18	<ul style="list-style-type: none"> ➤ Starting at the signature end of the report, wrap it around the memory card. ➤ Place in the Black case.
19	<ul style="list-style-type: none"> ➤ Unwrap a memory card. Insert it into the Accumulator. The data from the card will display as a line on the screen. Remove card. Starting at the signature end, rewrap its report. ➤ Place in the Black case <ul style="list-style-type: none"> • Repeat process for every memory card until the results from the last memory card have been displayed.
THE LAST MEMORY CARD REMAINS IN THE ACCUMULATOR VOTING UNIT UNTIL STEP 34.	
20	➤ Press Print Results for first copy of <i>Accumulated Totals Report</i> .
21	➤ At "Print Write-In Candidates?" press No Note: If no Write-In ballots are cast, prompt will not appear.
22	<ul style="list-style-type: none"> ➤ At "Print Long Report?" press No <i>Accumulated Totals Report</i> will print. ➤ Tear off report. ➤ Both Chief Judges sign. ➤ Post for public view.
23	➤ At prompt "Need Another Copy?" press No
24	➤ Press Print Results for second copy of <i>Accumulated Totals Report</i> .
25	➤ At "Print Write-In Candidates?" press Yes Note: If no Write-In ballots are cast, prompt will not appear.
26	➤ At "Print Long Report?" press Yes <i>Accumulated Totals Report</i> will print.
27	➤ At "Need Another Copy?" press No
28	<ul style="list-style-type: none"> ➤ Tear off <i>Accumulated Totals Report</i>. ➤ Both Chief Judges sign. ➤ Put the report in the black case.
If not transmitting electronically, skip Step 29.	
29	<ul style="list-style-type: none"> ➤ If transmitting electronically, ensure modem card is in the top slot of the power compartment. ➤ Attach modem cable. ➤ Connect phone cord to modem cable and plug it into the designated phone line. If necessary move Accumulator Unit near the designated phone line. The unit should have sufficient battery power to transmit data. If it shuts down while operating on battery, call the Board of Elections. ➤ Verify that all cables and phone lines are connected. ➤ At the Accumulator screen, press Upload Results ➤ At Upload Ballot, press Ok. Upload status report will print and tear off. (If uploading is not successful, try two more times.) ➤ Place upload status report(s) in black case.

Continued on reverse

Closing the Polls at the Accumulator – cont'd

Tuesday Night after Polls Close (continued from reverse page)	
30	➤ Press Close on accumulator screen.
31	➤ Press Shutdown on the screen.
32	➤ Screen displays message "Are you sure you want to shut down this voting terminal?" Press Yes .
33	➤ At system shutdown prompt, press red button in the power compartment.
34	➤ Remove the last memory card. Starting at the signature end, rewrap its report. Place in Black Case.
35	➤ Remove modem. Separate modem tail and phone cord. ➤ Place modem and modem tail in black case.
36	➤ Close and lock power and printer compartments. ➤ Apply new tamper tape (vertically) across the power compartment lock. ➤ Enter number on <i>Voting System Integrity Report, Part 3</i> .
37	➤ Close the lid, attach a red seal and secure unit by locking with a padlock. ➤ Enter number on <i>Voting System Integrity Report, Part 3</i> .
38	➤ Chiefs and Closing Judges sign <i>Voting System Integrity Report, Part 3</i> . Place in red folder.
39	➤ Available Judges: <ul style="list-style-type: none"> • Remove power cord and fold the voting unit legs. • Place unit on the cart. • When all units are on the cart, thread the cable on the cart through voting unit handles. • Secure looped end of cable with zip tie. • Place voting unit power cords and phone cord in plastic bag on cart.

Provisional Voting Procedure

Monday Night	
STEP	ACTIVITY
1	➤ Set up Provisional table with chairs for the Provisional Judge and provisional voters.
2	➤ Set up provisional voting table(s) near the Provisional Table. ➤ Obtain privacy screen(s) from the Blue Sign Bag and place them at the provisional voting table.
3	➤ Obtain the Orange Provisional Voting Supply Bag, the <i>Provisional Ballot Certificate</i> , and the <i>Provisional Voter Authority Card Envelope</i> from a Chief. ➤ Break and discard the red seal. ➤ Inventory the items using the <i>Orange Bag Checklist</i> found in the bag. ➤ DO NOT open the sealed Extended Voting Hours Envelope.
4	➤ Open the Provisional Ballot Packs. ➤ For a primary election , verify there are three ballot styles – those with white ballot tops are Democratic ballots, pink ballot tops are Republican, and yellow are non-partisan. ➤ For every election , count the ballots one by one, do not remove from the pad. Verify the count matches the quantities preprinted on the <i>Provisional Ballot Certificate – Side 1 Section I</i> . ➤ Enter actual count on the <i>Provisional Ballot Certificate – Side 1 Section 1</i> . Initial designated box. ➤ Note: If count does not match preprinted number, notify a Chief immediately.
5	➤ Verify the Orange Provisional Ballot Bag for voted Provisional Ballots is locked and sealed. ➤ Do NOT break the seal. ➤ Verify that the number of the red seal on the orange ballot bag is the same number pre-printed on the <i>Provisional Ballot Certificate – Side 1, Section I</i> . Initial designated box. ➤ Note: If the red seal number does not match the preprinted number, notify a Chief immediately.
6	➤ Give the <i>Provisional Ballot Certificate</i> to a Chief.
7	➤ Arrange the provisional voting supplies at the Provisional Table and voting table(s).
8	➤ Repack the ballots, the Orange Ballot Bag, the <i>Provisional Voter Authority Card Envelope</i> , and the <i>Provisional Ballot Application and Instructions</i> in the Orange Provisional Supply bag. Secure the bag with a red seal.

Tuesday Morning, Election Day	
STEP	ACTIVITY
1	➤ Break the red seal on the Orange Provisional Supply bag.
2	➤ Remove the <i>Provisional Ballot Application and Instructions</i> and the Orange Provisional Ballot Bag from the Orange Provisional Supply bag.
3	➤ Verify that the Orange Provisional Ballot Bag is locked and sealed. ➤ Break the seal on the ballot bag so ballots can be inserted by the voters.

Provisional Voting Closing Procedure

Tuesday Night after the Polls Close	
STEP	ACTIVITY
	➤ Obtain the <i>Provisional Ballot Certificate</i> from a Chief.
1	➤ For a primary election , sort and count spoiled ballots and unused ballots by party. Record counts in the appropriate columns in <i>Provisional Ballot Certificate – Side 1, Section II</i> . Then total the columns. ➤ For a general election , count spoiled ballots and unused ballots. Record the counts on the “Total” row of the <i>Provisional Ballot Certificate – Side 1, Section II</i> . ➤ Calculate “Ballots Cast” according to the instructions on the form.
2	➤ For a primary election , remove the <i>Provisional Voter Authority Cards</i> from their envelope. <ul style="list-style-type: none"> • Separate the white Pollbook cards from the orange cards, if any. • Sort the cards by party affiliation. • Count each group. • Record the numbers in appropriate columns on the <i>Provisional Ballot Certificate – Side 2</i>. • Total the rows and columns. ➤ For a general election , remove the <i>Provisional Voter Authority Cards</i> from their envelope. <ul style="list-style-type: none"> • Separate the white Pollbook cards from the orange cards, if any. • Count each group. • Record numbers in the “Total Provisional VACs” row on <i>Provisional Ballot Certificate – Side 2</i>. Note: If there are extended hours repeat the above procedure for all Provisional Voter Authority Cards issued during the extended hours.
4	➤ Return the <i>Voter Authority Cards</i> to their envelope.
	➤ Close and secure the orange Provisional Ballot Bag(s) with a red seal. ➤ Record the red seal number(s) on the <i>Provisional Ballot Certificate – Side 2</i> .
5	➤ Give the <i>Provisional Ballot Certificate</i> , the Provisional Voter Authority Card Envelope, and the Provisional Ballot Bag(s) to a Chief.
6	➤ Return the privacy screens to the Blue Bag. ➤ Place all remaining provisional voting supplies, including all unused ballot packs, used ballot pack stubs, unused provisional applications, and Spoiled Ballot Envelope in the orange Provisional Supply Bag. ➤ Seal the bag with a red seal. (Do not record number.) ➤ Place the bag with the election materials to be returned to the Board of Elections.